



**Position Title:** Assistant Swim Instructor  
**Department / Location:** Recreation Department  
**Job Classification:** Part-Time  
**Reports to:** Recreation Program Coordinator  
**Supervises:** N/A

**Position Summary:** The Swim Instructor is responsible for the swimming instruction as assigned in the aquatics program according to current American Red Cross methods and Wauwatosa Recreation Department standards. A successful candidate will possess a high degree of patience, dependability and a strong commitment to communication with Recreation Program Coordinator and pool participants. Additional training may be offered as needed.

**Qualifications:**

- Must possess current Red Cross Lifeguarding certification if between age 16 and 18, Wisconsin State Law).
- American Red Cross Water Safety Instructor (W.S.I.) certification preferred, but training available for the right candidate.

**Essential Job Functions:**

- Instructor must report 15 minutes prior to the start of the class and must start and end classes at their scheduled times.
- Instructor is to help take attendance at each class and keep accurate class lists.
- Inform Supervisor if a swimmer is in the wrong class or not on your attendance list.
- Follow recommended procedures for conducting swimming lessons including (warm-up/ review of previous skills, especially critical skills/introduction of new skill/incorporate skills/end activity). Spend appropriate amounts of time on activities; this includes demonstrating and assisting in the water. The instructor should spend most of class in the water for Level 1 through 2 and at least half of each class in the water for Level 3 through 4 and in the water demonstrating for all other levels.
- Help distribute mid-term reports, progress reports and other pertinent materials to parents and students.
- In case of emergency absence from an assignment, an instructor must obtain an appropriate substitute from the list provided by their supervisor. Instructors must inform their supervisor in advance in case of absence and provide a lesson plan and class list for the Substitute Instructor.
- Enforce pool, locker room, lobby and hallway rules, regulations and safety procedures
- Maintain order in the pool and adjacent areas including equipment closet.
- Attend staff meetings and in-services when they are scheduled.
- Maintain positive public relations with participants, parents, and other patrons of the pool or program.

**Physical Requirements:**

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.



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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

Date Signed